

## Replying to an Email Message

Now that you can check your email, you will need to know how to **reply** to a message.

### To reply to an email message:

Check your email.

Open a new message.

Read the message.

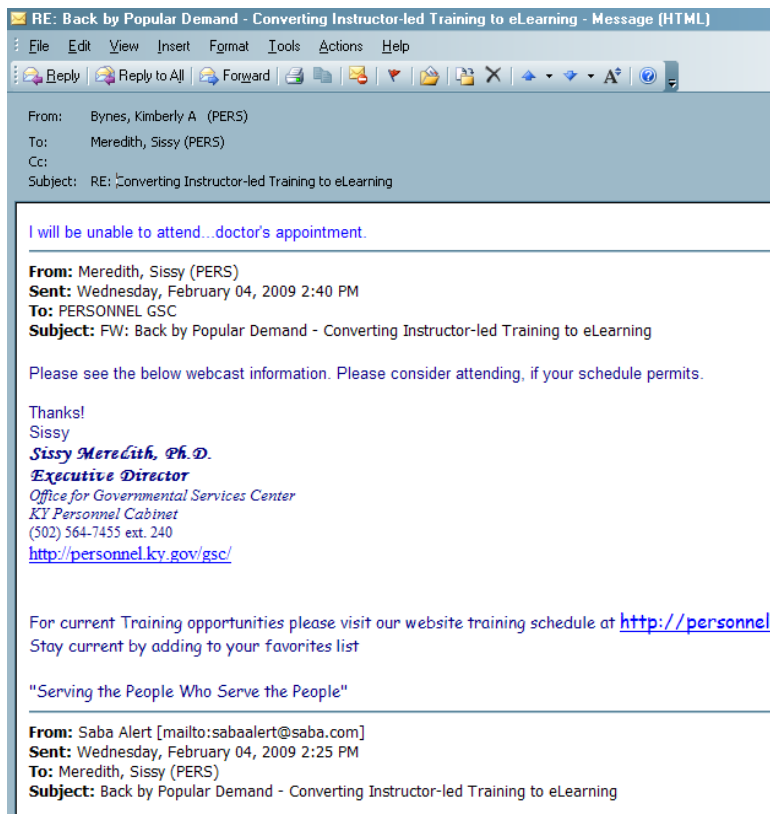
Click the **Reply** button. (Or, click **Reply All** to send a copy to everyone who received the original message...use sparingly)



A new email message window opens.

Type your reply.

Click the **Send** button.



If you are uncertain your message was sent, check Sent Items.